

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
				1		6	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
0002		12/04/2017					
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CPOD							
US Environmental Protection Agency							
26 West Martin Luther King Drive							
Mail Code: NWD							
Cincinnati OH 45268							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
				9A. AMENDMENT OF SOLICITATION NO.			
				SOL-CI-17-00058			
				9B. DATED (SEE ITEM 11)			
				11/21/2017			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
LIST OF CHANGES:							
The purpose of this amendment is to answer technical questions. Technical questions and answers submitted for SOL-CI-17-00058 are in the attachment to this amendment.							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Renita Tyus			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				_____ (Signature of Contracting Officer)			

Technical questions and answers.

Question 1. Can the offerors submit more resumes as key personnel. If we submit more resumes, are they counted in the page limit?

Answer 1: The key personnel are identified in Clause H-12, EPAAR 1552.237-72. The key personnel identified is the Program Manager. Per Attachment H, Technical Proposal Instructions, the key personnel resume is excluded from the page count. Additional resumes will be included in the page count.

Question 2: How many days is the start-up to transition from existing vendor to new vendor?

Answer 2: This depends on the award date of this contract. We anticipate an award of this contract by late January/early February 2018. The current G&M task order ends 3/19/18. While there may be prep work (e.g., hiring, badging, access to WRS, etc.) between the time of award and 3/19/18, the awardee of this contract will not provide actual G&M support until 3/20/18.

Question 3.: As per the RFP document Section L-14, Page 69 "It is IMPORTANT that documentation be provided to support proposed rates for any direct labor, overhead, and/or general and administrative expense. Documentation may be in the form of payrolls, financial statements and expense records. Detailed supporting computations must be provided in support of any proposed indirect rate(s). These computations may include historical as well as budgeted data. There must be an indication in the proposal as to whether the computations are based upon historical or projected data." This conflicts with the Attachment I Price Proposal Instructions. Please let us know if we have to submit derivation of fully burdened rates along with proof such as payrolls, financial statements and expense records.

Answer 3: Per Paragraph (3)(b)(2), Offerors shall follow the pricing proposal instructions shown in Attachment I.

Question 4. As per the RFP document Section L-14, Page 69 "Proposals which include subcontracting shall also include the results of the prime contractor's evaluation of subcontract cost as required by FAR 15.404-3(b)(2)." Please confirm if this applies as this conflicts with Attachment I Price Proposal

Answer 4: Per Paragraph (3)(b)(2), Offerors shall follow the pricing proposal instructions shown in Attachment I.

Question 5. Is this intended to be a multiple award or single award contract?

Answer 5: This will be a single award

Question 6: What is the breakdown regarding number of positions at each site requiring on-site personnel?

Answer 6: The distribution of staffing needs to be in line with the support required by LCO/Location (See Not to Exceed amounts in PWS).

Question 7: For those offices that don't have equipment, is the contractor expected to provide support from in-house or can this work be supported by contractor personnel at other EPA sites?

Answer 7: The most efficient and cost effective of either of these options is acceptable.

Question 8: Would over 30 years of experience and an Associates Degree substitute the Bachelors Degree requirement for the Project Manager?

Answer 8: The qualifications stated in Attachment C, Labor Category Descriptions, are the minimums for each discipline.

Question 9: Attachment A PWS, Page 1, Background: EPA indicates that 7 locations require on-site support. Can the government please clarify the number of on-site spaces in each of the regions to ensure vendors bid appropriate government or non-government site rates. Will GFE equipment such as workstations be provided for off-site staff?

Answer 9: The distribution of staffing needs to be in line with the support required by LCO/Location (See Not to Exceed amounts in PWS). Government furnished equipment will not be provided for off-site staff.

Question 10: Attachment A PWS, Page 1, Background: EPA indicates that 7 locations require on-site support. Is it the expectation of the government that all on-site contractor support indicated with an asterisk requires at least one full time equivalent at each location? The number of products vary significantly by onsite location. For example Ada, OK has 425 products while Narragansett, RI has 1885. Please provide the estimated level of effort the government is seeking by location.

Answer 10: The distribution of staffing needs to be in line with the support required by LCO/Location (See Not to Exceed amounts in PWS)

Question 11: Attachment A PWS, Page 2, Task 1 Contract Management, Subtask 1-A Work Request Process. The government indicates that they will provide the contractor with a WRS. Can the government share with the vendors the name of the existing tool being used today? Can the government share if there are existing workflows and SOPs in existence today?

Answer 11: We are in the process of modifying an existing web tool that is Cold Fusion based. It was custom so there is no COTS name. The existing workflows and SOPs are specific to the work requested during performance, therefore an example is not available.

Question 12: Attachment A PWS, Page 6, Task 2 Graphics and Media Support, first paragraph "The contractor shall assist with the set-up of large-format posters, information displays, kiosks, and event-related signage for on-site or off-site conferences, events, or at EPA locations." In order for vendors to appropriately identify staff with the skill sets required to meet this requirement, can the government please clarify the definition of "assist" or provide more specifics around this requirement.

Answer 12: Examples of this could include contractor assistance with shipping material to events, physically mounting posters at events, and obtaining required display space and other items for conferences.

Question 13: Attachment A PWS, Page 6, Task 2 Graphics and Media Support, first paragraph "The contractor shall assist with the set-up of large-format posters, information displays, kiosks, and event-related signage for on-site or off-site conferences, events, or at EPA locations." Is the fabrication of Trade Show information displays, kiosks, banner-ups, and event-related signage and other display material in scope of this solicitation?

Answer 13: Yes

Question 14: Attachment A PWS, Page 6, Task 2 Graphics and Media Support, List of Software Products
In order for vendors to appropriately and fairly price this solicitation, will the government clarify if they will provide licensees for all software products listed in the PWS for all on-site and off-site contractor staff?

Answer 14: The software listed in the PWS, Task 2 will be provided by the Government for on-site contractors. The Government does not anticipate providing software to off-site contractors; the contractor is expected to provide resources necessary for off-site staff.

Question 15: Attachment A PWS, Page 6, Task 2 Graphics and Media Support, List of Software Products
Does the government currently have/use an image or photo database and if so what software is used? Is this accessible by off site locations? Do all locations have access to archived graphics, video, and photography files? How and where are past job files backed up and archived. Is there a central server for storage and retrieval of previous working files? For example Raw video footage and graphic work files.

Answer 15: The software currently used is listed in Task 2 of the PWS. The software is not accessible by off-site locations. At this time, not all locations have easy, centralized access to archived graphics, video, and photography files since they are located in different areas though locations/LCOs can share via email and other methods. Back-up and archiving was done on a site/location/LCO basis. Currently there is no central server for storage and retrieval of files.

Question 16: Attachment A PWS, Page 7-11, Task 2 Graphics and Media Support, Product Tables by Location. The tables of products indicate not to exceed amounts per period. Is the period considered the life of the contract or 1 year? Do the quantities of items listed for each location represent the numbers ordered by that site or created for that site?

Answer 16: A period is one year. The quantities of items listed for each location are the not to exceed number of products anticipated to be ordered by the site.

Question 17: Attachment A PWS, Page 7, Task 2 Graphics and Media Support, Subtask 2-A graphic design, As graphic design products vary widely and require varying levels of effort, can the government provide a breakdown of the quantities of each product? For examples, the number of PowerPoint, Illustrations, Poster designs, figures, etc.

Answer 17: EPA cannot give an exact number. The not to exceed amounts have been provided per site in the PWS.

Question 18: Attachment A PWS, Page 8, Task 2 Graphics and Media Support, Subtask 2-B Printing , For vendors to more accurately price this solicitation, can the government provide a breakdown of the quantities of each product? For example, number of 4 x 8 Posters vs 8 1/2 x 11 prints, etc.

Answer 18: EPA cannot give a breakout of the quantities by product. The not to exceed amounts have been provided per site in the PWS.

Question 19: Attachment A PWS, Page 9, Task 2 Graphics and Media Support, Subtask 2-C Multimedia, "Developing or editing interactive applications with menus" Can the government provide clarification

regarding development of interactive applications? This requirement implies application development is required, however this skill set is not required per the labor categories descriptions in Attachment C.

Answer 19: This is not an IT type contract. An example of interactive applications would include recording videos with scientists describing their research. For this project, the contractor recorded each scientist describing their work and then compiled them together. These videos were posted internally on the EPA intranet and EPA staff could access them and filter using a drop down menu to select projects of interest and/or scientist.

Question 20: Attachment A PWS, Page 10, Task 2 Graphics and Media Support, Subtask 2-D Video and Photography, For vendors to more accurately price this solicitation, can the government provide a breakdown of the number of photo shoots vs video shoots vs edits only available?

Answer 20: EPA cannot give a breakout of this. The not to exceed amounts have been provided per site in the PWS.

Question 21: Attachment A PWS, Page 7, Task 2 Graphics and Media Support The government sites "In the locations where on-site support is required, the contractor will have access to the equipment listed in Attachment 1." Can the government please specify the number of on-site positions and their locations. Also, the solicitation did not include an attachment 1. Attachment D is an equipment list.

Answer 21: The attachment number was changed in amendment 0001, Technical Questions and Answers from 1 to D on page 3 of the amendment. The PWS identifies the LCOs that will have on-site support on page 1. The distribution of staffing needs to be in line with the support required by LCO/Location (See Not to Exceed amounts in PWS)

Question 22: Attachment D Equipment List, Ada and RTP, The government does not list computers for these locations. Will the government be providing workstation computers with all of the listed software in Task 2 of the PWS? Please provide the number of workstation computers available in RTP.

Answer 22: The Government will provide computers with appropriate software to on-site staff. Work stations will be provided at Ada and RTP which are comparable to the workstations at the other sites. Attachment D, the equipment list will be revised prior to award.

Question 23: Attachment H Technical Proposal Instructions, A) Technical Approach, Will the government allow vendors to attach samples of work in the Appendix of the technical response? Will sample work be evaluated?

Answer 23: Work Samples are not one of the items listed as excluded from the page count in Attachment H, therefore, samples of work will be included in the page count.

Question 24: How should Offerors capture pricing for on-site support? Can we assume that each on-site location requires at least 1 full-time contractor? The price matrix shown on page 2 of Attachment I gives columns for fully loaded labor rates. Labor to be performed on-site at the specific locations will be higher than the cost for labor for the same task being performed at the Offeror's offices (i.e.: reach-back), however, because the costs of Economy-class airfare, hotels, and an M&IE rates will mean the Offeror has to spend more money on a Task that requires on-site support than if the task was performed off-site/ using Offeror's offices/ reach-back. Should Offers assume that the travel cost estimates

provided by the government in the ODC table (page 3 of Attachment I) are enough to cover all costs for on-site support (i.e.: Economy class airfare, daily hotel and M&IE rates)?

Answer 24: The distribution of staffing needs to be in line with the support required by LCO/Location (See Not to Exceed amounts in PWS). It is not understood why on-site labor would be at a higher rate than off-site labor because usually it's the reverse; considering on-site staff would have Government provided facility costs such phones, offices, electricity, we would expect the on-site rates to be less than off-site. The Government does not anticipate the need for significant travel as reflected in the \$5,000/year amount included in Attachment I.

Question 25: We understand the effort requires a mix of on-site support, and reach back. While the PWS gives a list of maximum products per department that can be requested, how much on-site support for each location listed will be required? How many trips to each site per year, and what is the duration for each site?

Answer 25: The distribution of staffing needs to be in line with the support required by LCO/Location (See Not to Exceed amounts in PWS) and with the locations identified in the Background section of the PWS. The travel is anticipated primarily for support at conferences/events not day-to-day work support. All offerors are asked to price travel at \$5,000/year for equal estimating for proposal purposes.

Question 26: We understand the page limit and format of the proposal as described in Attachment H, page 1. However, is it acceptable to include an annex with our graphic design portfolio and/or hyperlinks to our graphic design and audiovisual portfolio?

Answer 26: Hyperlinks are not acceptable and will not be reviewed. A "graphic design portfolio" is not included in the items identified as not included in the page count, therefore, they will be included in the page count.

Question 27: May we include resumes in the Proposal? Do they count against the page limit?

Answer 27: See the answer to question 1 above.

Question 28: Should the completed SF1449 be provided in Volume II?

Answer 28: Submission of the SF1449 can be provided in Volume I as a cover page, which is not included in the page count. The SF30 shall also be included to acknowledge receipt of the amendment and is not included in the page count

Question 29: Should the Reps & Certs be provided in Volume II?

Answer 29: Yes

Question 30: Since the proposal is to be submitted electronically, does the "double-sided" page requirement apply?

Question 30: The page limit is a total of 24 pages

Question 31: What is the length of "period" in the PWS tables "Not to Exceed Amounts Per Period"? Is it one year?

Question 31: Yes